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Approved For Release 2002/01/15 : CIA-RDP79M00467A000200060056-3  
Preparation of Correspondence  
for the DDCI

When using plain bond (internal CIA), memoranda prepared for the signature of the Deputy Director of Central Intelligence should show the following signature line:

E. H. Knoche  
Deputy Director of Central Intelligence

Or

For informal memoranda  
and/or notes:

E. H. Knoche  
DDCI

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CIA letterhead should be used when the DDCI is presenting a CIA view or position or presenting CIA comments on an Agency problem. In this case use:

E. H. Knoche  
Deputy Director

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When preparing personal-type memoranda/letters for the DDCI's signature which state his personal view on an intelligence problem use DDCI letterhead with the following signature line:

E. H. Knoche (no title)

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When a complimentary close is required, "Faithfully yours," should be used, unless circumstances clearly warrant "Sincerely," (e.g., when writing members of Congress and/or U.S. or foreign ambassadors) or "Respectfully yours," (e.g., when writing to the President). In these particular cases, feel free to call the DDCI's office for guidance.

For shorter version correspondence, 5 x 7 letterhead stationery is also available.

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UNCLASSIFIED	CONFIDENTIAL	SECRET
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# EXECUTIVE SECRETARIAT

Routing Slip

Executive Registry

762975

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI		X		
3	D/DCI/IC				
4	S/MC				
5	DDS&T	X			
6	DDI	X			
7	DDA	X			
8	DDO	X			
9	D/DCI/NIO	X			
10	GC	X			
11	LC	X			
12	IG	X			
13	Compt	X			
14	D/Pers	X			
15	D/S	X			
16	DTR	X			
17	Asst/DCI	X			
18	AO/DCI	X			
19	C/IPS				
20					
21					
22					
SUSPENSE		Date			

Remarks:

DD CI of [unclear] [unclear]

STATINTL

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Executive Secretary

21 July 1976

Date